

DEPARTMENT OF THE ARMY  
US Army Corps of Engineers  
Humphreys Engineer Center Support Activity  
Alexandria, VA 22315-3860

CEHEC-IM

Memorandum  
No. 25-1-3

31 March 2000

**Information Management**  
HECSA AUTOMATION HARDWARE AND SOFTWARE POLICY

1. **Purpose.** This OM establishes policy, standards, and guidelines regarding the use and acquisition of all Information Technology (IT).
2. **Applicability.** This OM is applicable to all HECSA elements and contractor personnel or "others" doing work for HECSA, that require access to the HECSA Local Area Network (LAN) to effectively accomplish their mission.
3. **Distribution Statement.** Approved for public release; distribution is unlimited.
4. **References.**
  - a. AR 380-19, Information Systems Security, 27 March 1998.
  - b. AR 25-1, Army Information Management, 15 March 2000.
  - c. ER 25-1-74, Electronic Mail, 21 March 1994.
  - d. Memorandum, CECS, Migration to Microsoft's Office97 Application Suite, 23 March 1998.
  - e. IM Policy Memo 25-1-27, CEIM-P, Purchase of Computer Software for Personally Owned Microcomputers of Army Corps of Engineers Employees, 30 March 1994.
  - f. Memorandum, CEIM-L, 19 July 1999, Subject: Information Technology Investment Portfolio - FY 2000 Guidance.
  - g. ER-25-1-2, Life Cycle Management of Automated Information Systems, 31 Aug 1999.
5. **Policy.**
  - a. **Restrictions.** There will be no unauthorized/personal software loaded on any HECSA user's computer. An inventory check of the software contents of each user's computer will be completed regularly. All unauthorized software will be removed immediately.
  - b. **Retention.** Retention of any software not currently authorized (see Appendix A), but essential to accomplish a specific mission, requires CEHEC-IM review and a recommendation to the Director of HECSA for final approval.
  - c. **Home Use of HECSA Hardware and Software.**
    - (1) HECSA Telecommuters must have a written agreement with their Supervisor or Office Chief to use HECSA equipment in accordance with the guidelines outlined in the appropriate regulation governing this issue. The HECSA-IM Help Desk will load and configure

the user's computer with the authorized software listed above and remote access, if needed. This configuration will require a 2-day notice.

(2) Laptops and computer equipment requested for home use, other than for official telecommuting purposes, must be authorized in writing by the user's Office Chief. The HECSA-IM Help Desk will load and configure the user's computer with the authorized software (see Appendix A) and remote access, if needed. This configuration will require a 2-day notice.

d. Assignment of Laptops. Each Office Chief will continually review the usage and assignment of laptops included on all their Hand Receipt Accounts (HRA). Laptops not permanently assigned to an individual will become part of a Laptop Loaner Pool that can either remain in the control of the Office, or be combined with the CEHEC-IM Laptop Loaner Program.

e. Information Technology Procurement.

(1) The requester will complete a purchase request in the Corps of Engineers Financial Management Systems (CEFMS).


(2) The Office Chief will review all information, and validate the need for the IT acquisition by approving the PR&C, and indicating in the remarks section of the PR&C that he/she has reviewed the purchase request and authorized the acquisition.

(3) Each Office Chief has the authority to approve their own purchases as long as they do not replace more than 25% of their personal computers annually. Laptops/notebooks purchases require preapproval by the Director. Office Chiefs do not have the authority to approve any IT that does not have a validated Information Technology Investment Portfolio System (ITIPS) number. All IT resource codes will have FIP\_IND = 'Y' in the Resource Codes Table of CEFMS. If the resource code cited on the PR&C line item has a FIP\_IND = 'Y' in the Resource Codes Table, the system will require an ITIPS number other than 'NA'.

(4) If the PR&C exceeds 25% of its annual resources, and/or does not have a valid ITIPS number, the requesting office must seek approval from the Director of HECSA for authorization to purchase said equipment.

(5) If the Director, or his/her authorized approver, approves the purchase request in CEFMS, the request will automatically be forwarded to the HECSA-IM for Technical Approval.

(6) If the Technical Approver determines that the ITIPS number is invalid, or is not the proper ITIPS number for that particular acquisition, he/she will disapprove the purchase request and provide appropriate explanation.

  
CHARLES B. RAU  
Director

## Appendix A

### Authorized Software for HECSA Use

1. Operating Systems.

- Windows98
- Windows NT Workstation
- Windows for Workgroups (when required by legacy software)

2. Desktop COTS Applications.

- Office97 (Word97, Powerpoint97, Access97, Excel97)
- Outlook98
- Adobe Acrobat Reader
- Adobe Acrobat Exchange (PDFWriter, Distiller, etc.)
- Netscape (Navigator, Communicator)
- Internet Explorer 4.01
- Form Flow 99/Form Flow 2.2
- Picture Tel
- Calendar Creator
- Carbon Copy
- Reachout
- PC Anywhere
- PKWare (zip, unzip, etc.)
- WS\_FTP
- McAfee VirusScan
- Quick View
- Microsoft FrontPage 98
- Microsoft Project
- QIP

3. CORPS-Specific Applications.

- Vistacom
- Signaterm (J-Term, Net-Term)
- WinSig
- FTP On-Net TCP/IP
- CEFMS
- PBAS
- REMIS/RFMIS
- APPMS
- MAXCESS (Library System)
- MMD
- TOAGX
- ITIPS/RSMS
- FUDS
- HQACPERS
- SAC